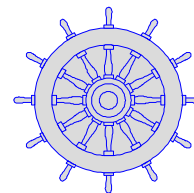


# RISC UP-DATE

Region VII Inter-agency Steering Committee  
Quarterly Newsletter

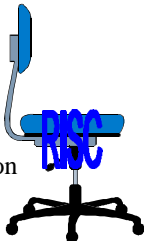


November, 1997

Issue #12

## Notes from the Chair:

Thanks to all of you, for your participation in the ROC exercise during our last meeting. A special thanks goes to FEMA's Operations Support Division for getting the ROC all set up for the exercise. I hope you found it to be as useful as we did. Because of the lessons learned, we will be revising the ROC SOP to provide much more information on how to access the computer files and operate within FEMA Region 7's LAN.



Our next RISC meeting will be a very important one. In that meeting we hope to hear from each of you on your accomplishments in preparation and planning for a catastrophic earthquake. We have spent a great deal of time and effort on this big undertaking and it would be appropriate at this time to take stock of what we have accomplished individually. What remains to be done and what areas do you have voids or require commitments from other agencies to accomplish your mission? It is truly essential that we get our arms around this project and consolidate our gains and accomplishments in order that we can more clearly identify what remains to be done. We will be providing each presenting agency with up to 30 minutes to make their presentation.

I hope that each of you are working on your Agency plans for a New Madrid event. We will be asking you to provide your portion of the Regional Response Plan for New Madrid in the near future.

The basic plan we are assembling in FEMA Region 7 is now in its fifth draft and is beginning to take shape. Once that basic plan is completed and your input in terms of ESF specific annexes is integrated, we will have the first comprehensive plan for a New Madrid response.

Your continued cooperation in this difficult project is very much appreciated. I am certain we will all be very satisfied with the end result.

Eric Jenkins, Chairman

## New Stuff *(Items of interest to all*



*RISC members)*

Take a look at the last page. It is the newly developed "Internet Network" requested by several RISC members and developed for you. Please help us to keep it current by keeping the publisher informed so we can continue to keep it updated.



*Look at the "Upcoming Events" for important information on Training, Meetings, Exercises, Workshops or other planned activities!*

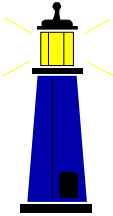
The 166<sup>th</sup> Aviation Brigade (which is the NEW designation for what was previously known as "Readiness Group"), Ft. Riley, Kansas will be conducting Defense Coordinating Element (DCE) Exercises for two (2) DCEs (Ft. Riley, KS – Primary, and Ft. Leavenworth, KS – Alternate). The scenario will be based on an earthquake along the New Madrid fault. The DCE Certification Exercise for Ft. Leavenworth DCE will be conducted on January 27<sup>th</sup> and 28<sup>th</sup> (this was rescheduled from the previously announced dates of January 20-21). These exercises are internally driven by 5<sup>th</sup> U.S. Army. The purpose of the Table Top portion of the exercises is to generate discussion between all participants in support of the Military Support to Civil Authorities (MSCA) arena. Maximum attendance by all ESFs is one of the desired goals. **Any ESF representative interested in participating in this exercise is encouraged to contact either Major Alan Armistead at Ft. Riley (785) 239-0596, FAX (785) 239-0593, or LTC Randall Fain, 5<sup>th</sup> US Army at (210) 221-0028.**

## IOU Section

*(Action Items requiring a response by a member – request for information or coordination)*

It is expected that each ESF would normally receive copies of pertinent Federal Response Plan (FRP) documents for review through their Agency distribution system. To be sure the information is shared with RISC members, the RISC Chairman and FEMA Region 7 ESF Liaisons made a commitment to provide "information copies" of all Federal Response Plan (FRP) documents received from the National office (either final documents or those requiring FEMA Region 7 comments).

# In the Spotlight:



**Colonel John Finlay**, Commander, 166<sup>th</sup>

Aviation Brigade, Ft. Riley, Kansas is now officially the **Primary** Defense Coordinating Officer (DCO) for all four (4) Region VII states. After the January 1998 DCE Certification Exercise mentioned in the "News Flash" section of this newsletter, the **Alternate** DCO will be **Colonel Thomas Matteson**, Commander, 35<sup>th</sup> Field Training Group, Ft. Leavenworth, Kansas.

We look forward to working with them and their professional staffs.

**Next RISC Issues** *(Focus on issues to be discussed/resolved at the next RISC meeting)*

RISC members are reminded that each ESF will be making a presentation (about 30 minutes each) on the status of their New Madrid Earthquake planning activities/initiatives at the next RISC meeting. To assist presenters, the standard format for briefings will be as follows:

- Accomplishments
- Needing to be accomplished
- Shortfalls
- ESF support needed to fill shortfalls

**RISC Notes/Minutes** *(Included after a RISC meeting or when appropriate)*



## **RISC Meeting; October 14-15, 1997:**

### **Day 1**



**John Miller**, FEMA Region 7 Regional Director began the meeting with opening remarks, and introduced new FEMA Region VII staff (Arthur Freeman, the new Deputy Regional Director, and Jim Gilliam, the new Mitigation Division Director).

**Tony Zahn** (ESF-1) and **Ron McCutcheon** (ESF-10) were presented with Certificates of Appreciation from the RISC. Tony will be retiring from the Federal Highway Administration, Department of Transportation in January, 1998. Ron will be retiring from the EPA. Mr. Miller thanked them for their many contributions to the RISC. They will be missed.



**Eric Jenkins**, RISC Chairman, provided an overview of the RISC meeting and explained RISC activities for day 1 and 2. He was pleased to announce the news that Colonel John Finlay was now officially the Primary Defense Coordinating Officer (DCO) for all four Region VII states (Iowa, Kansas, Missouri and Nebraska). Eric encouraged all participants to provide their FEMA liaison representative with their Internet address to update the RISC mailing roster and Point of Contact Directory.



**Ed LaVigne**, FEMA Region VII, began RISC activities with a comprehensive review of the new Draft Regional Operations Center – Standard Operating Procedures (ROC-SOP). All participants received a copy of the document for their personal use and were encouraged to review it and make comments and/or recommendations. An overview was presented on major functions of ESF-5 (Information and Planning), with emphasis on the importance of interdependency and information-sharing within the ROC, as well as it would be in a DFO.

- Several handouts were provided to assist participants in understanding their roles and responsibilities in the ROC. These included:
  - Copy of the ROC-SOP
  - ROC layout and setup configurations
  - ROC Computer Login Directory
  - ERT & ESF-5 Organizational Chart
  - Situation Report (SITREP) format
  - Exercise Earthquake scenario
  - Essential Elements of Information (EEIs)
  - Functional Plan instructions
- Five **orientation/familiarization** exercises were provided to introduce RISC members to standard uses of the computer configurations designed specifically for RISC staff when the ROC is activated. These included:
  - Logging on the computer system with assigned user names and password ID. (to include CC:Mail);
  - Minimizing and Maximizing computer screens;
  - Opening MS Word & CC:Mail documents (to include using the "SAVE AS" feature);
  - Attaching documents to CC:Mail and sending to other ROC addresses;
  - Retrieving documents formats from the COMMON Directory, "Saving As," and printing documents.
- A successful final **interactive** exercise was then conducted, which:
  - Simulated a New Madrid Earthquake event;
  - Encouraged participants to utilize their skills learned in the orientation/familiarization training;
  - Stimulated interactive play, which encouraged interagency coordination, information-sharing, creating a Functional Plan for decision making and establishing FCO priorities;
  - Utilized the Functional Plan (as a document attached to a CC:Mail message) to develop an Action Plan.
- The exercises were extremely valuable to all participants, and were successful in helping participants see how their functional position fit into the "Big Picture." Several good recommendations were made to improve the ROC SOP, and the discussions that followed each exercise were helpful in reinforcing the necessity for continued partnership-building and interagency coordination between and among all RISC members.

## Day 2



**Richard Jones**, FEMA, Region VII, provided a review of FEMA initiatives regarding the Agency's Disaster Operations Documentation Project. Richard highlighted the project goals, the four (4) Standard Types of Procedural Documents being created (Overview, SOP or Operations Manuals, Field Operations Guides (FOGs) or Handbooks, and Job Aids). He also discussed the 6 relationships of these documents (Hierarchy) that are interrelated to their implementation and the necessary feedback required to make improvements in the Operations arena. Other topics discussed were the Document Development Process, an update on members of the Document Development Group, progress made since August, 1995, upcoming and future Draft products being considered/developed, and a roadmap for Operational Document development. He concluded with providing the group with the FEMA Headquarters Point of Contact for this ambitious project (Donovan Puffer, (202) 646-3254, FAX (202) 646-4684, Internet address: [donovan.puffer@fema.gov](mailto:donovan.puffer@fema.gov))



At the conclusion of the Documentation Project presentation, all members assembled in their Functional Branch Breakout groups to discuss the status of their New Madrid Earthquake planning efforts for inclusion into the Regional Response Plan hazard-specific Appendix being developed. Results of the Functional Branch Breakout Sessions follows:

### **OPERATIONS SUPPORT BRANCH**

- **Ed LaVigne**, FEMA Region 7 Liaison for ESFs 1, 2 and 7 introduced two new participants. **Jim Donley**, FEMA, Region VII, was introduced as a possible candidate to be the Branch Chief of the Operations Support Branch. **Brian Carney**, NCS (ESF-2) Headquarters Operations Division, was introduced as the upcoming presenter for the NCS Seminar following the RISC meeting on October 16-17. Brian pointed out that all ESFs (and the State of Missouri - SEMA) need to provide Mike Mitchell (GSA's ESF-2 Primary representative) with a listing of their existing communications capabilities. This will greatly assist Mike in determining how NCS (ESF-2) can assist them when replacement equipment is needed to support the State and each ESF should they lose their capability. A pre-disaster inventory in ESF-2's hands will help to expedite their response to fill those needs.

- Each participant provided their Internet Mail address to the FEMA Region VII liaison, which will be included in the next update of the RISC membership directory.

- The group concurred that **WITHOUT** a viable response plan for a New Madrid event we can expect only to "React," but **WITH** a plan we can effectively "Respond." In our plan we need to list "Priorities;" not just those for "Communications," but for all requirements of the State and each ESF. These priorities must be in consultation with the State, and must include those of every ESF. Priorities should be identified based on anticipation of them being FCO priorities – critical issues and unmet needs – that are highly expected to occur, but identified in advance.

excellent article explaining New Madrid earthquake emergency planning efforts by the Missouri Department of Transportation (MODOT). It identifies primary routes to get relief personnel and goods into and residents out of damaged areas, Staging areas, and communications plans. **Here is a summary of the article:**  
(Thank you Dale for sharing this information!)

- From the west, the primary route into the Southeast District is Route 60; for the St. Louis Metro District, Route 100 was chosen as the most likely to be open. Interstate 44 is the secondary route to the St. Louis area. If these highways are damaged, they will be the first repaired because of their importance to relief efforts.
- Staging areas along these primary/secondary routes, were also identified where relief workers will report. In St. Louis, the Staging areas will be at Wentzville for workers coming in from north of the Missouri River, and Gray's Summit for workers on the river's south side. In southeast Missouri the Staging area will likely be Poplar Bluff. Additional Staging areas will be designated as conditions allow.
- The status of Radio towers will be one of the first things checked to see if radios are still functioning normally. If not, MODOT will focus on fixing them quickly. MODOT has an extra tower in Springfield that can be moved and erected quickly. They also have the capability to communicate between cars for short distances.
- The article explains that MODOT has a plan in place that will tell people exactly what to do to get their communications up and running. They are certain that their emergency procedures planning efforts will save valuable time, and time means lives.

- The Operations Support Branch reiterated the importance of all ESFs developing Mission Assignments in advance. These Mission Assignments will be the result of ESFs requesting assistance based on their known shortfalls identified in their pre-planning efforts. These pre-planning efforts will save valuable time when the "big one" hits, greatly improving initial Response operations. **ESFs, ARE YOU DOING THIS? IF NOT, IT NEEDS TO BE DONE ASAP!**

- On the subject of preplanning, the RISC Chairman has often reiterated another important pre-planning factor during development of the Regional Response Plan Earthquake Appendix. That is, all ESFs need to also pre-identify and list their "**PRIORITIES**" during initial Response operations, which will very likely also be the FCO's priorities and critical issues during the initial Response and Recovery phase. If this is not done now, **every** issue will be categorized as the Number One priority during Response, and we know that a catastrophic disaster cannot be managed that way, nor could a solution be found. **It is critical that we prioritize now!**

- **Ed LaVigne'** reviewed the current status of pre-planning for the New Madrid Earthquake with the Branch and reminded each primary ESF agency representative that they will be presenting a briefing at the next RISC meeting (Jan. 13-14, 1998). Each ESF will be asked to brief on what planning has been completed, what is currently being done, what are the shortfalls, their priorities, and what coordination they have accomplished with Other Federal Agencies to pre-plan for a New Madrid event.
- The Operations Support Branch concluded with assembling a list of ESF representative's Internet addresses. In fact, it was recommended that all ESFs provide this information to their FEMA ESF Liaison for inclusion in the RISC membership directory.

### EMERGENCY SERVICES BRANCH

- **Dianne Wilson**, FEMA Region 7, Emergency Services Branch Chief, introduced the newest member to the Branch, Mr. **Bob Dopp**. Bob is with the Missouri State Emergency Management Agency (SEMA), and is responsible for coordination of the Local Emergency Preparedness Committees (LEPCs) within Missouri as they comply with SARA Title III requirements. Bob also is a member of the Columbia/Boone County Urban Search & Rescue Task Force. Bob will be an integral part of this branch to insure coordination of hazardous material training throughout the state.
- **Stan Krol** reviewed the status of USPHS efforts to develop Metropolitan Medical Strike Team (MMST) within the 120 Nunn-Lugar designated cities throughout the U.S. Mr. Krol stated that all proposals submitted by the cities have been reviewed/approved and all contracts were signed by the end of September. Mr. Krol also invited members of the branch to the upcoming planning meeting with Kansas City on Oct. 21<sup>st</sup>. Kansas City is the only city out of the 120 within the Region designated to receive an MMST.
- Mr. **Ron McCutcheon**, EPA, will be retiring at the end of the calendar year. FEMA greatly appreciates Ron's efforts to provide EPA coordination on FEMA projects in the hazardous material program area and in developing teamwork concerning the Federal Response Plan. Ron briefed the branch on the type and schedule of Hazardous Material Training to be conducted throughout the region during FY98.
- **Ms. Wilson** reviewed the current status of pre-planning for the New Madrid Earthquake with the Branch and advised each primary ESF agency that a briefing by each ESF would be presented at the next RISC meeting (Jan. 13-14, 1998). Each ESF will be asked to brief on what has been accomplished, and what is still lacking.
- Highlights of this meeting: Coordination and awareness of training being conducted by DOD, DOJ, USPHS, EPA and the State of Missouri concerning Weapons of Mass Destruction, particularly as it deals with hazardous materials.

### HUMAN SERVICES BRANCH

- The Missouri Disaster Recovery Partnership committee is working on a definition of what constitutes a "Special Needs" population. The group expects to have a standardized definition and some statistics in 3 to 6 months.
- The Recovery Partnership has formed a Strategic Planning committee. There are currently three members of the committee. FEMA Human Services plans to add a member to the group.
- The Disaster Recovery Resource Committee, sometimes known as "unmet needs" group is moving towards a longer-term in- place group rather than a disaster-specific organization. A draft resource guide has been developed and has been distributed to all EMA directors and through most voluntary organizations in the state.
- Some revisions to the Missouri Donations management plan are being considered based on **Dante Gliniecki's**, (SEMA) experience in South Dakota.
- Mr. **Richard Bynum** (ARC) is writing an Operations Plan for a New Madrid Earthquake. This plan will be specific to the American Red Cross.
- The group agreed specific areas to be exercised should be developed by the Human Services group. We recommend that a Human Services representatives (not just from FEMA) be on any exercise development committee. Suggestions for areas and/or functions to be exercised and what criteria should be used in exercise development are to be sent to Carol Coleman by the 31<sup>st</sup> of October.
- The group would like to have some table top exercises within the branch that are single-issue-specific and followed through to conclusion.
- If there is a break out session at the January RISC meeting, the Human Services group would like to have a specific agenda or project to work on. The State of Missouri representative will identify the project to be worked.
- Internet addressees were provided.

### INFRASTRUCTURE BRANCH

- Ms. **Mindy McDaniel**, FEMA Region 7, facilitated the Breakout Session. The following issues were discussed:
- ESF-3: The Earthquake Appendix to the Regional Response Plan (RRP) is 90% complete. Final meetings are presently being held for final approval of the draft. For ESF-3, the Mississippi Valley, Ohio and Great Lakes Divisions are responsible for their portion of the Appendix, which will cover 4 FEMA regions.
- The USACE representative suggested holding "virtual" table-top exercises, via CC:Mail in the Regional Operations Center (ROC) in upcoming RISC meetings. The purpose would be to promote a higher level of expertise in preparation for a New Madrid Earthquake event. This will be further discussed with the

RISC Chairman and his Operations and Planning staff, and recommendations will be brought before the RISC; hopefully at the next meeting.

- ESF-12: DOE's generic FRP plan has been completed and is in the Region. This plan will be utilized by DOE for an Earthquake disaster.
- CUSEC planning included utilities and private transmission companies across all 4 FEMA regions. DOE is monitoring progression of CUSEC's planning. At the next RISC meeting, the DOE representative will report on CUSEC's inclusion of DOE.
- INFRASTRUCTURE Branch Chief (**Curt Musgrave** – FEMA) suggested a Hazards U.S. (HAZUS) presentation to the RISC, which will be coordinated within FEMA Region 7 for possible presentation at the January, 1998 RISC meeting. The Branch also requested the latest version of the FEMA Region 7 Response and Recovery Division's Emergency Contact Directory and the ESF Contact Directory. These directories are currently being updated, and will be provided when the update is completed.
- SEMA is presently working on MOUs with several utility companies, which greatly helps in including the public sector into the planning process. SEMA will confirm the status of this effort at the April, 1998 RISC meeting, and will be incorporated into the RRP.
- Internet addresses were obtained from attendees.

➡ Following the October 14-15 RISC Meeting, the National Communications Service (NCS) held their October 16-17 "**NCS Telecommunications Emergency Response Training**" Seminar. Attendance was superb.

**PUBLISHER'S CORNER**

If you have any information you wish to have published for RISC members in the Quarterly UPDATE, submissions must be received no later than the close of business 30 days after the last RISC meeting. By submitting your information and articles on time your agency will be assured of having a voice in the next issue. Information may be submitted by FAX, to (816) 283-7042 or mail to the FEMA Region VII Office, to the attention of Ed LaVigne, Operations and Planning Branch. Ed's Internet address is [Ed.LaVigne@fema.gov](mailto:Ed.LaVigne@fema.gov). We cannot be responsible for the accuracy of the information submitted for publication, and if the article is too long, it may be shortened to allow room for other articles. The information submitted must have a Point of Contact (POC) listed and a telephone number, for clarification of information. If the submission is short, you may call Ed at (816) 283-7082, for inclusion in the next "RISC Update. Quarterly issue.

**A Salute to all  
Veterans on  
Veterans Day!** (Celebrated on  
November 11<sup>th</sup>)

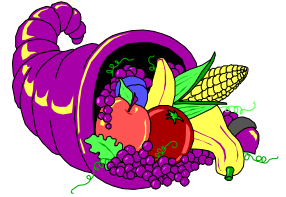


# Upcoming Events

## Training

- A Terrorism Orientation/Tabletop Exercise (Phase I) was scheduled to be conducted in the FEMA Region VII Office (Conference Room) on November 5<sup>th</sup> for FEMA and FBI management staff. This had to be rescheduled due to staff committed to disaster activities and required travel. A January 1998 date is being proposed. Will let you know when the final date has been locked in. Phase II will be scheduled for some time after March, 98. When scheduled, Phase II will include Other Federal Agencies and States.

**Happy**



## Meetings

- The next RISC meeting is planned for Tuesday and Wednesday, January 13-14, 1998, at the FEMA Region 7 Office Conference Room. Start time is 10:30 a.m. the first day, and 8:30 a.m., the second day. Look forward to seeing you there.

**Thanksgiving Day!**

(November 27<sup>th</sup>)

## Exercises

- Radiological Emergency Preparedness (REP) Medical Drill - "Duane Arnold" Nuclear Power Plant - Iowa, November 6, 1997.
- Radiological Emergency Preparedness (REP) Medical Drill - Quad Cities Nuclear Power Plant - Iowa, November 7, 1997.

**Wishing  
you a  
Joyous  
Christmas!**

(December 25<sup>th</sup>)

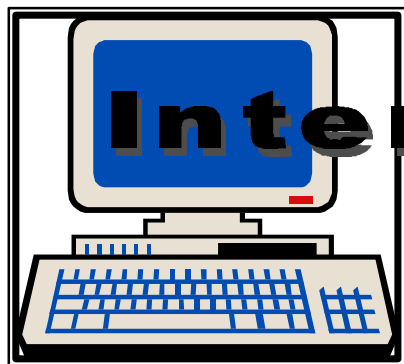


## Other:

None reported.

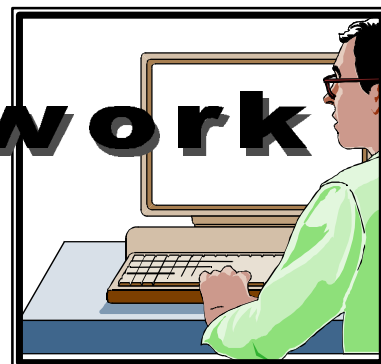
**Have a  
Prosperous  
New Year  
(1998) ☐**





# Internet Network

*Region VII RISC*



By popular demand, we are introducing a new page to your RISC Update Newsletter entitled "Internet Network." As you continue to provide Internet addresses to the publisher or through your ESF Liaison in FEMA Region 7, we will update this directory. The purpose of this directory is to assist you in continuing the meaningful dialogue established at RISC meetings with your primary and support Federal, State and local counterparts. You are encouraged to save this information. It will come in handy for planning, coordination and sharing of information. Welcome to "YOUR" Internet Network!

**FEMA HOME PAGE:** <http://www.fema.gov>

**FEMA REGION 7 NEWSDESK:**

<http://www.fema.gov/Reg-VII/ndesk.htm>

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ESF-12: Jim Brown: [brownj@oem.doe.gov](mailto:brownj@oem.doe.gov)

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**HUMAN SERVICES BRANCH (Continued):**

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ESF-6: Elaine Clyburn: [clyburne@crossnet.org](mailto:clyburne@crossnet.org)  
Richard Jones: [Richard.C.Jones@fema.gov](mailto:Richard.C.Jones@fema.gov)  
Debbie Rathert: [rathed@mail.dmh.state.mo.us](mailto:rathed@mail.dmh.state.mo.us)  
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**DEFENSE COORDINATING OFFICER**

DCO: Col. Finlay: [finlayj@riley-emh1.mil](mailto:finlayj@riley-emh1.mil)

**OTHER FEDERAL AGENCIES**

5<sup>th</sup> USA: LTC Fain: [Fain.R@samhou-usafive.army.mil](mailto:Fain.R@samhou-usafive.army.mil)

**Do you know other  
Internet addresses  
that would benefit all  
RISC members?**